

# Work Integrated Learning (WIL) schedule

**NOTE: Student & Host to complete Section 2 together. Please forward the schedule to Dr Sally-Ann Free, Fieldwork Placement Coordinator, Undergraduate Psychology, for approval and registration BEFORE the commencement of the placement.**

**All placements must have formal University approval.**

This schedule agreement sets out the terms on which Victoria University, the Student and the Host Organisation will interact for the purpose of the Student undertaking the Work Integrated Learning activities described below.

## SECTION 1

### Host Supervisor to complete:

Organisation Name:		
Address & postcode: (location of placement)		
Contact Person / Supervisor:		
Position / Qualifications held:		
Telephone Numbers	Business:	Mobile:
Email Address:		
Website:		
I hereby agree to abide by the conditions set out in this Schedule Agreement:		
SIGNED for and on behalf of the HOST ORGANISATION	Signature:	Date:

### Student to complete:

Last Name:		
Given Name:		
Address:		
Emergency Contact Person:		
Emergency Contact Phone:		
Telephone Number:	Home phone:	Mobile:
Email Address:		
Student Number:		
I hereby agree to abide by the conditions set out in this Schedule Agreement:		
SIGNED by the STUDENT	Signature:	Date:

## Victoria University representative to complete:

Organisation Name:	College of Health and Biomedicine, Victoria University	
Postal Address:	PO Box 14428, Melbourne City Mail Centre, MELBOURNE VIC 8001	
Contact Person:	Dr Sally-Ann Free	
Title:	Fieldwork Placement Coordinator, Undergraduate Psychology	
Telephone Number	03 9919 4096	
Email Address:	Sally-Ann.Free@vu.edu.au	
<i>I hereby agree to abide by the conditions set out in this Schedule Agreement:</i>		
SIGNED for and on behalf of the UNIVERSITY	Signature:	Date:

## SECTION 2

### Host and Student to complete together to form an agreement

PARTICULARS OF THIS WORK INTEGRATED LEARNING ACTIVITY		
Dates of WIL activity:	Commencement date:	Exp. completion date:
Hours of Standard Work Day:	Start time:	Finish time:
<p>The following section should be completed by both the Host Organisation supervisor and the Student. This Agreement is to ensure that the experience is mutually beneficial, with a balance between the achievement of goals required by the Host Organisation, and the provision of a appropriate learning experience for the Student.</p> <p><i>The student agrees to undertake the following tasks during the placement:</i></p>		
<p><i>At the completion of the placement, it is anticipated that the following outcomes will be achieved, based on the above list of tasks:</i></p>		

## 2. THE STUDENT MUST:

- a. undertake all tasks required by them under the particulars in this agreement to achieve the learning goals and expected outcomes (as specified in this agreement);
- b. sign and return this agreement to the University **PRIOR** to the commencement of the WIL experience;
- c. behave in a professional manner. This includes including being punctual when attending the Host Organisation (if and as required), behaving professionally, and, dressing appropriately;
- d. not disclose any confidential information of the Host Organisation and must comply strictly with its information privacy policies;
- e. if working with the Host Organisation's ICT systems, or producing software which may be introduced to the Host Organisation's ICT system, not deliberately introduce (and take all reasonable precautions to prevent the introduction of) any virus or other malware into the Host Organisation's ICT systems;
- f. maintain communication with the University and the Host Organisation's representative or workplace supervisor(s) necessary for the attainment of the learning goals and expected outcomes;
- g. comply with the statutes, policies and procedures of the University (including, without limitation, the Work Integrated Learning Policy & Procedures, the Student Charter and the procedures relating to occupational health and safety, and equal opportunity);
- h. if undertaking a placement at the premises of the Host Organisation, comply with the policies, procedures, directions and requirements of the Host Organisation (including, without limitation, those relating to occupational health and safety and equal opportunity,);
- i. if undertaking a placement at the premises of the Host Organisation, advise the Host Organisation if he or she suffers from any condition or disability that may impact on a safe environment and/or the health and welfare of others;
- j. be available and prepared to discuss relevant issues when visited or contacted by the University;
- k. if undertaking a placement at the premises of the Host Organisation immediately advise the Host Organisation and the University of any accident or incident in the workplace;
- l. at the completion of the activity return to the Host Organisation all its property or equipment including security cards, computer disks, documents and records and all copies of such material in the possession or control of the Student; and
- m. complete relevant WIL evaluation documentation and submit to the University at the completion of the placement.

## 3. THE HOST ORGANISATION MUST:

- n. undertake all tasks required by them under the particulars in this agreement to achieve the learning goals and expected outcomes (as specified in this agreement);
- o. sign and return this agreement to the University **PRIOR** to the commencement of the placement;
- p. read and comply with the information provided by the University outlining administrative and academic information relating to the placement and the process for reporting incidents;
- q. make its representative available for the duration of the placement (such that this person is available for meetings as needed and will respond to Student enquiries in a timely manner) and, if a Student is undertaking a placement at the premises of the Host Organisation, provide proper supervision of the Student by a suitably trained supervisor. The Host Organisation must provide a replacement representative when the designated representative becomes unavailable and notify the Student and the University of this replacement;
- r. in all dealings with a Student comply with, and ensure that its personnel comply with all relevant Commonwealth and State legislation, regulations, rules, codes of practice and Australian Standards, including, without limitation those relating to Occupational Health and

Safety to ensure that the Student is not exposed to any uncontrollable or inadequately controlled hazards or risks;

- s. immediately advise the University if any issues or concerns arise in relation to a Student including any accident or incident that occurs during the placement;
- t. provide opportunities for Students to meet the learning objectives of their placement and provide constructive and supportive performance feedback to the Student;
- u. if a Student is undertaking a placement at the premises of the Host Organisation:
  - (i) provide an appropriate orientation to the Host Organisation, its work culture, policies and procedures;
  - (ii) provide and maintain a safe workplace environment, free from discrimination/harassment, with appropriate occupational health & safety and equal opportunity safeguards in place;
  - (iii) meet with the student for a reasonable amount of time each day in order to brief, debrief, and provide any training / guidance and feedback necessary for him/her to satisfactorily undertake assigned tasks; and
  - (iv) allow visits by the University to monitor and assess the Student's progress
- v. complete and return the student evaluation documentation and a written reference to the University at the completion of the WIL experience.

#### 4. THE UNIVERSITY MUST:

- a. undertake all tasks required by them under the particulars in this agreement to achieve the learning goals and expected outcomes (as specified in this agreement);
  - b. ensure the tasks and activities which are proposed to be undertaken by the Student are relevant, appropriate and consistent with the maturity, academic background and year level of the Student;
  - c. monitor and assess the Student's progress and provide constructive and supportive feedback to the Student;
  - d. liaise with the Host Organisation's representative or workplace supervisor responsible for the Student if any issues arise and more generally to assist with the placement; and
  - e. act promptly to address any concerns about the safety and suitability of the workplace and well-being of the Student.
5. Nothing in this agreement will affect the ownership of any intellectual property which is owned by the Host Organisation, the Student or the University before the date of this agreement.

The intellectual property created by the Student in the course of their performing the Tasks and achieving the Learning Goals and Expected Outcomes (as specified in this agreement) will vest in the Student (**Placement Material**).

The Host Organisation grants a royalty-free license to the Student to use, reproduce and modify such of its intellectual property (or a sub-licence of any third party intellectual property) that it makes available to the Student in the course of this project for the purpose of the Student:

- a. undertaking the tasks and achieving the learning goals and expected outcomes (as specified in this agreement);
- b. undertaking all courses and assessments at the University for which such rights are necessary; and
- c. preparing and publishing books, articles or other written scholarly literary works (subject always to the Student's obligations of confidence).

The Student grants a royalty-free licence to the Host Organisation to use, reproduce and modify their intellectual property in the Placement Material, such that the Host Organisation may implement the outcomes within its (or a related company's) business if it so chooses. Any use of the Placement Material beyond the scope of this license must be the subject of another agreement.

The Student grants a perpetual, royalty-free license to the University to use, reproduce and modify the Placement Material and the Host Organisation grants to the University a perpetual, royalty-free license of such of its intellectual property (or a sub-licence of any third party intellectual property) that is included in the Placement Material for the University's internal purposes (including teaching).

Any Placement Material provided to the Host Organisation is provided on an "as is" basis, use of which is undertaken at the Host Organisation's own risk and neither the Student, nor the University make any warranties (express or implied) in relation to the functionality and performance of the Placement Material (including any software) and its fitness for purpose except as are necessarily provided under applicable law. Neither the Student, nor the University will be liable for any damage, including loss of profits, business interruption and the loss or corruption of data or other information arising out of or otherwise related to the use of the Placement Material.

6. The Students will do their best, within the constraints of their abilities, resources and time perform the tasks for the Host Organisation. However, the Host Organisation acknowledges that by its nature, student work may not meet expectations and that, on occasions, Students may fail to complete the tasks.
7. Dissatisfaction Process
  - d. Any placement must not be discontinued without discussion with all parties, unless there is an occupational health and safety risk.
  - e. Any issues encountered during a placement should be raised initially with the Host Organisation's representative. If the issue cannot be resolved it must be raised with the University, who will liaise with the parties in order to find a solution.
  - f. All discussions are to be in good faith, bearing in mind that work integrated learning placements are critical to a Student successfully completing the requirements of their course.
8. This agreement may be terminated at any time by the University or the Host Organisation on the provision of two weeks' written notice to the other parties.
9. This agreement may be varied by written agreement between the parties.
10. Obligations undertaken by multiple Students bind the students severally.